

# FORMAL LETTER 1

You should look at the webpage on the next page and study the information carefully to write your email.

Youth Day is approaching and your school will be holding several activities to commemorate the occasion. Your vice principal has seen the webpage on the next page and as you are the head prefect, he/she would like your opinion on the type of activities for the day.

Send an email to your principal suggesting:

- two activities suggested in the webpage that would be suitable for the day
- another two activities that are not mentioned in the webpage that would be suitable
- why two of the activities you have chosen are the most suitable

Write your letter in clear, accurate English and in a sincere and formal tone to express your suggestions to your vice principal.

You should use your own words as much as possible.

# *Celebrate Youth Day with various meaningful activities!*

## **YOUTHS AROUND THE WORLD**

Find out more about how youths everywhere celebrate youth day. Learn about the problems youths are facing and what we can do to help them have a better future. Classes can plan events to raise awareness of the plight of youths and what can be done to help them.

## **FUN AND GAMES**

Pit your skills against your friends in a series of exciting matches. Play popular sports like badminton, table tennis and football.

## **SONG AND DANCE**

This is one of the best ways to liven up any event. Dance to the rhythmical beat of the latest popular songs and sing your heart out as you celebrate your youth! Students can put up song and dance performances or even a musical to commemorate this day.

## **THE COMMUNITY AROUND US**

Celebrate the day by showing how youths can contribute to society. Whether it is by volunteering at homes for the elderly or helping to keep our public spaces clean, this is the perfect time to show how much youths care for society.

## **SKILLS**

Pick up a new skill especially one that no one expected you to pick up. Turn this into a schoolwide activity by having each class vote for the skill that they would most like to learn.

## **CELEBRATE DIFFERENCES**

Come in your various ethnic costumes to proudly show which ethnic group you belong to. Organise games or set up food stalls to tell those around you just what is unique to your ethnic group. You might also find that there are several similarities among the different groups.

# *Have Fun!*

Dear Miss Williams

I am honoured to have been given the opportunity to provide my **input** for the Youth Day celebrations. The students look forward to this occasion every year and the activities that have been planned for the day.

All the activities in the webpage are suitable for the students but in my opinion, two of them are particularly **meaningful**. I think that learning about youths around the world is a useful and worthwhile activity for all the students. Every year, Youth Day focuses on the students themselves, forgetting that there are also youths in other countries who might be facing problems and who might not have a **promising** future. These youths need our help and if the students are able to raise awareness of the plight of these youths, then they will also be motivated to think of how they can help them.

However, I think it is also important for the students to commemorate the day with lively and energetic events. It is such events that celebrate the vibrancy and enthusiasm of youths. These are often **overlooked** as the youths **toil away** at their schoolwork every day. I think having games such as badminton, table tennis and football would be ideal since these are the popular sports in the school. Furthermore, a day of exciting matches will promote friendship and bonding among the students.

I think a fun fair is another activity to consider. This should not be similar to the **typical** fun fair that we hold **biennially** in school. Instead, this fun fair could be held in collaboration with some of the neighbouring schools. Game stalls and food stalls could be set up and the funds collected should be donated to charity. In addition, the fun fair could be open to the public so that the people in the neighbourhood can celebrate Youth Day with the students.

It is important to remember that youths, like everyone else have their share of problems and challenges. Youth Day is the ideal time to show the students that the problems they face as they **grapple** with their identity and what they want in life, have not gone unnoticed. To do this, talks about problems that youths face can be held. In order for these talks to be effective, it is important to obtain the students' opinions on issues concerning them. Talks by professionals can then be arranged for them.

Providing students with a **platform** to **expend** their energy and enthusiasm is ideal and hence, having games is one of the activities I would strongly recommend to commemorate Youth Day. Students can **pit** their skills **against** one another while acquiring important life skills such as teamwork, determination and tolerance. The other activity is to

### *Paragraph Topic*

#### **Paragraph 1**

Introduction: Purpose of the email

#### **Paragraph 2**

Learning about youths around the world

#### **Paragraph 3**

Commemorate the day with games

#### **Paragraph 4**

Hold a fun fair

#### **Paragraph 5**

Talks about problems youths face

#### **Paragraph 6**

Having games and learning about youths around the world are the best activities

learn about youths around the world. It is crucial for students to be aware that youths all over the world might not be as privileged as they are. Raising the **social consciousness** of the students is important in an age when self-centredness seems to rule over many students' lives.

I hope that my suggestions have been useful. I would be glad to help if more information on the different activities is required. My committee and I would also like to extend a hand in the preparation for the Youth Day activities.

Yours sincerely  
Jeremy

**Paragraph 7**  
Conclusion: Events after  
the email

### **Comments**

*The writer is objective, stating facts and not opinions when supporting his suggestions.*

### **Vocabulary**

1. **input**: referring to an idea or advice
2. **meaningful**: referring to something that is important and useful
3. **promising**: to show signs of success
4. **overlooked**: to not notice something; to miss out something
5. **toil away**: to work hard
6. **typical**: usual
7. **biennially**: referring to an event that takes place once every two years
8. **grapple**: to deal with something
9. **platform**: a way to express something
10. **expend**: to use energy
11. **pit (somebody/something) against (somebody/something)**: to test the strength/ability of one against another in a competition
12. **social consciousness**: to be aware of what is happening in society and lives that other people are leading

### **Word Use**

We can use sentence structure to emphasise what we want to convey.

*'It is such events that celebrate the vibrancy and enthusiasm of youths.'*

The sentence above is used to emphasise the events. A usual sentence would be 'Such events celebrate the vibrancy and enthusiasm of youths.'

Similarly, we can emphasise what we want to convey in a sentence by using phrases such as 'the reason why', 'the thing is' or a 'what clause'

Here are some examples.

- The reason why we are holding the fun fair is to collect funds for the needy.
- What I enjoyed most were the games.